

Local Civil Rule 10. Form of pleadings and other papers; filing requirements

10.1 Paper size and format - All documents must be double spaced in 8 ½ x 11 inch format with writing on only the face of each sheet. Type must be no smaller than 12 point type and all margins must be at least one inch.

10.2 Binding - All pleadings and other papers that have numerous pages must be bound with a fastener. Originals should be stapled or bound on the top margin with a two-hole fastener. Copies may be bound in the same manner as originals or in a binder. Paper clips and other types of clips shall not be used; fasteners shall pass through the pages.

10.3 Date, address and telephone number - All pleadings and other papers shall contain the date of signing and the address and telephone number of the signing attorney or pro se party.

10.4 Number of copies - All traditionally filed documents must be filed in duplicate -- the original and one copy. If service of any paper is to be made by the United States Marshal, sufficient additional copies shall be supplied for service upon each other party. If file stamped copies of documents are requested to be returned to the offering party, a suitable self-addressed, postage paid envelope shall be supplied.

10.5 Tendering of orders - A party tendering an order for entry must supply the Clerk with the original for the judge to sign. All orders will be distributed to the parties by the Clerk.

10.6 Filing under seal

- (a) Request to seal - Requests to seal a document must be made by motion and will be granted only upon good cause shown. If the document accompanies the motion, it shall be clearly labeled "Proposed Sealed Document" and shall include an envelope suitable for sealing the document. The envelope shall have the caption of the case, case number, title of document, and the words "Contains Sealed Documents" prominently written on the outside. The document shall not be considered sealed until so ordered by the Court.
- (b) Documents submitted pursuant to court order - A document submitted pursuant to a previous order by the Court authorizing the document to be filed under seal shall be clearly labeled "Sealed Document," shall be submitted in an envelope suitable for sealing the document, and identify the order or other authority allowing filing under seal. The caption of the case, case number, title of document, and the words "Contains Sealed Documents" shall be prominently written on the outside of the envelope.

- (c) Expiration of seal - Unless otherwise ordered by the Court, thirty days after the termination of a case or any appeal, whichever is later, sealed documents and cases will be unsealed by the Court.

10.7 Privacy - In compliance with the policy of the Judicial Conference of the United States, and the E-Government Act of 2002, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all pleadings and other papers, including exhibits thereto, maintained electronically on the Court's CM/ECF system, unless otherwise ordered by the Court.

1. Social Security numbers - If an individual's social security number must be included in a pleading, only the last four digits of that number should be used.
2. Names of minor children - If the involvement of a minor child must be mentioned, only the initials of that child should be used.
3. Dates of birth - If an individual's date of birth must be included in a pleading, only the year should be used.
4. Financial account numbers - If financial account numbers are relevant, only the last four digits of these numbers should be used.

Redaction of personal identifiers is not required for administrative records and transcripts in social security cases, the state-court record in habeas corpus cases, or for other documents that may not be maintained electronically under Local Civil Rule 5.7(d)(ii).

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may, a) file an unredacted document under seal; or b) file a reference list under seal. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its (their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal data identifier. The reference list must be filed under seal, and may be amended as of right.

The unredacted version of the document or the reference list shall be retained by the court as part of the record. The party is required to file a redacted copy for inclusion in the public file.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties.

10.8 Exhibits - All exhibits or attachments to pleadings, motions, briefs, or other papers must contain on their face a prominent exhibit number or letter.